

W-2 On-line Self View and Print Disclosure Statement

- The Office of State Uniform Payroll (OSUP) offers active employees the option to self view and print their W-2 in Louisiana Employee On-line Services (LEO) in lieu of receiving a paper W-2 form via the United States Postal Service (USPS). Please read the required Internal Revenue Service (IRS) disclosure information below regarding this option. Any questions should be addressed to your agency's EA/HR department.
- If you are actively employed and wish to take advantage of the W-2 on-line self view and print option, you must provide your consent in LEO no later than **December 31**. W-2's will be available in LEO for viewing and printing in mid-January.
- Once W-2's are available in LEO (by mid-January), you may view and print your W-2 as often as needed at no cost to you.
- If you do not provide your consent by the required deadline, you revoke your consent, or you do not wish to use this service you will continue to receive a paper W-2 Form through the United States Postal Service (USPS). **All paper W-2 Forms will be mailed January 31.**
- Once consent is given, it will remain in effect for all future reporting periods unless you revoke your decision or separate from employment. To revoke your consent, you must do so in LEO by the **December 31** deadline for the current reporting year.
- Employees who separate from state service will not have the option of receiving their W-2 Form on-line but will receive a paper W-2 through the United States Postal Service (USPS). **Paper W-2 Forms will be mailed January 31 following the current reporting year.**
- After providing consent in LEO, you may still request a paper Form W-2 by contacting your agency's EA/HR Department and completing OSUP's Duplicate W-2 request form.
- Duplicate W-2 copies for active employees who do not choose the on-line self view and print option, will be available in LEO beginning February 1. If a duplicate copy is needed and not available in LEO, you must contact your EA/HR department and complete the required OSUP Duplicate W-2 Request Form.
- The hardware and software requirements needed to access and print Forms W-2 include an internet connection, web browser, and Adobe Acrobat reader. **Note:** The Form W-2 may be required to be printed and attached to a federal, state, or local income tax return.
- You must maintain your current contact information in LEO or through your EA/HR department. This will allow for all notices and updates to be provided to you regarding the W-2 paper and on-line self view and print options available.
- The Division of Administration will continue to inform you, through you agency, of all required information regarding the W-2 on-line self view and print option and/or contact information changes through listserv messages, memos, letters, meetings, check messages and/or through other means as required by the IRS.